



# CultureFest 2016

City of Springfield, Ohio  
Community Development Department  
76 East High Street  
Springfield, Ohio 45502

We are celebrating 20 years of **CultureFest** this year! We hope you choose to be a part of the celebration!

**Saturday, September 24<sup>th</sup> from 11 a.m. until 6 p.m.**

The deadline for a vendor deposit of **\$50 (non profit)** or **\$100 (for profit)** is *required* to reserve each booth space.

**You must adhere to this schedule. Failure to do so may mean that your booth spot may be lost to another vendor.**

- Deposit *must be* submitted with your application by **Friday, July 22<sup>nd</sup>**
- Full payment is *required* by **Friday, August 26<sup>th</sup>**
- Your deposit becomes *non-refundable* after **Friday, September 9<sup>th</sup>**.

**Requirements include:**

- **Food Vendors'** menus or booths must represent a particular ethnic group.
- **Merchandise Vendors'** merchandise must represent a particular ethnic group.
- **Educational Vendors** should display information regarding ethnic culture/history.

**For Option #1 food, education and merchandise booth holders, please carefully review** the information concerning the booth you are leasing. Note that standard booths include one (1) table and two (2) chairs. Please inform me if you have any additional needs now. **Additional tables and chairs can be leased for a small fee as noted on the application.**

**For Option #2 food booths holders, please include exact space needed, the configuration (which side is the front, etc.), a diagram of your trailer plus any special needs** regarding space, electricity, etc.

A **Vendors' Pre-Fest meeting** will be held on **Thursday, September 15<sup>th</sup> from 5:30 – 6:30 p.m. in the City Hall Forum. (Save The Date!)** All food vendors plus merchandise or educational vendors using electricity are **REQUIRED** to send a representative to this meeting in order to meet with the Fire Department official and discuss important safety/logistical issues. If you have any questions, please contact me directly at **(937) 324-7379** or by email [cdoever@springfieldohio.gov](mailto:cdoever@springfieldohio.gov) (new email address!).

Sincerely,

Cheryl Dover, Minority Business Development Coordinator, CultureFest 2016 Vendors & Logistics